

TAB A

MAIL AND COURIER BRANCH

Special Details

OFFICE OF CURRENT INTELLIGENCE

Three GS-4 Couriers are detailed on a full time basis to the Office of Current Intelligence to perform such courier duties as are required by that office.

NATIONAL SECURITY COUNCIL

One Top Secret courier is detailed to the National Security Council to perform such courier duties as may be required by that office.

OFFICE OF NATIONAL ESTIMATES

A GS-5 Top Secret courier has been assigned to the Office of National Estimates to handle urgent and expedite material emanating from that office. This is a "stand-by" arrangement whereby the services of this courier may be utilized by the Courier Section until such time a call requesting his services is received from ONE.

CENTRAL PROCESSING BRANCH

A GS-4 courier has been detailed on a full time basis to the Central Processing Branch, Office of Personnel. His major duties are the pick up and delivery of foreign and domestic tickets and passports and visas.

Although these couriers are carried on the T/O of the Mail and Courier Branch, Administrative Staff, Logistics Office, they are not available to perform the regular duties of couriers with the exception of the one detailed to ONE who has been available to the Branch about two-thirds of the time. Whenever a detailed courier is absent, Mail and Courier Branch must furnish a replacement. Any overtime involved is charged to the Mail and Courier Branch.

TAB
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